

TOWN OF HOUNSFIELD

ANNUAL RESOLUTION

RESOLUTION #16-01

JANUARY 13, 2016

**ESTABLISHING DATE AND TIME FOR TOWN OF HOUNSFIELD
BOARD MEETINGS FOR 2016**

Resolved that the regular monthly meeting of the Town of Hounsfield Town Board will be held on the second Wednesday of each month at 7:00pm.

**ADOPTING THE FOLLOWING POLICIES AND DESIGNATIONS
FOR 2016**

Resolved that the policies and designations listed below be adopted:

- **Town of Hounsfield Investment Policy**
- **Town of Hounsfield Procurement Policy**
- **Watertown Daily Times as the official paper**
- **Key Bank of New York, First Niagara Bank, Community Bank, Watertown Savings Municipal Bank, and Cape Vincent Bank designated as official banks for all town funds in compliance with the Town of Hounsfield's Investment Policy**

AUTHORIZING SIGNATORY AND PAYMENT DUTIES FOR 2016

Resolved that the following authorizations be approved for 2016:

- **Supervisor or Deputy Supervisor to sign checks as needed**
- **Supervisor to sign fire protection contracts for funds appropriated in the 2016 budget**
- **Supervisor to sign contracts with libraries for funds appropriated in the 2016 budget**
- **Authorizes the payment in advance of bills for utilities, insurance, postage and others deemed necessary when it appears these bills**

would not be paid on a timely basis if held until the next regular Town Board Meeting. Such advance payments will appear on the next monthly abstract.

APPROVING APPOINTMENTS FOR 2016

Resolved that the Town Board approve the following appointments for 2016:

Deputy Supervisor	Todd Farrington
Clerk to the Supervisor	Donna Martel
Water Dists. 1, 2, 3, 4, 5 Assistant Clerk	Mary Ann Yuhas
Lakeside Cemetery Bookkeeping	Mary Ann Yuhas
Deputy Town Clerk	Clarice Snell-Harris
Justice Clerks	Cheryl Payne, Karen Williams
Historian	Jeannie Brennan
Registrar of Vital Statistics	Diane Nier
Water Dists. 1, 2, 3, 4, 5 Clerk	Diane Nier
Lakeside Cemetery Clerk	Diane Nier
Deputy Registrar of Vital Statistics	Clarice Snell-Harris
Health Officer	
Lakeside Cemetery Superintendent	Bruce Alcombrack
Zoning Enforcement Officer	Marlene Lennox
Planning & Zoning Brds. Secretary	Sheryl Crandall

ESTABLISHING SALARIES AND WAGE RATES

Resolved that the Town Board does hereby establish the following salaries and wage rates for positions for the year 2016 as follows:

Supervisor	18,000/year
Councilmen (4)	4,000 each/year
Clerk to the Supervisor	18,000/year
Town Clerk	15,125/year
Tax Collector	6,125/year
Highway Superintendent	61,195/year
Assessor	22,705/year
Town Justice Derouin	12,854/year

Town Justice Horr	12,480/year
Historian	208/year
Water Districts 1, 2, 3, 4 & 5 Clerk	8,125/year
Water Districts 1, 2, 3, 4 & 5 Assistant Clerk	3,000/year
Deputy Town Clerk	11.50/hour
Justice Clerk Payne	12,480/year
Justice Clerk Williams	11.78/hour
Board of Assessment Review Members	20.00/hour
Zoning Board Chairman	40.00/meeting
Zoning Board Members (4)	20.00/meeting
Lakeside Cemetery Recordkeeping	500/year
Lakeside Cemetery Clerk	625/year
Lakeside Cemetery Superintendent	850/year
Zoning Enforcement Officer	9,270/year
Cleaning Rates for Public Safety Building	10.00/hour
Planning Board Chairman	1,250/year
Planning Board Members (4)	1,000/year
Planning & Zoning Brds. Secretary	30.00/meeting

ESTABLISHING HIGHWAY DEPARTMENT WAGE RATES FOR 2016

Resolved that the Town of Hounsfield does hereby establish the following wage rates for employees in the Highway Department, with time and one half (1 ½) wage rate for work hours in excess of forty (40) hours per week:

Jeffrey Kenney	Water Systems Operator	20.70/hour
James Pennock	Motor Equipment Operator	20.70/hour
Alfred Filley	Motor Equipment Operator	20.70/hour
Michael Urbanowicz	Motor Equipment Operator	20.70/hour
Dustin Amo	Motor Equipment Operator	20.70/hour
Stephen Slate	Motor Equipment Operator	20.70/hour
Edward McWayne	Motor Equipment Operator	20.70/hour
Mark Warneck	Motor Equipment Operator	18.30/hour
John Madlin	Laborer	17.16/hour
	Seasonal - Highway	12.00/hour
David Nellis	Seasonal – M.E.O.	16.30/hour

AUTHORIZING PROFESSIONAL DEVELOPMENT AND TRAINING FOR TOWN STAFF, ELECTED OFFICIALS AND BOARDS/COMMITTEES

Resolved that the Town Board does hereby authorize employees to attend schools, meetings, conferences and seminars for professional development and training, and that the necessary expenses incurred for said professional development and training be the responsibility of the Town of Hounsfield.

AUTHORIZING PURCHASES BY HIGHWAY DEPARTMENT FOR 2016

Resolved that the Highway Superintendent and one (1) additional designee, to act in the superintendent's absence, are authorized to make purchases for the Highway Department, with purchases with a unit price of less than five thousand dollars (\$5,000) permitted without Town Board approval, in accordance with the Town of Hounsfield Procurement Policy.

AUTHORIZING HEALTH INSURANCE/VISION CARE PREMIUMS FOR 2016

Resolved that the Town of Hounsfield does hereby authorize payment of ninety percent (90%) of health insurance, dental and vision care premiums for the Highway Superintendent, Town Clerk, and full-time employees of the Town of Hounsfield Highway Department, with the employee being responsible for ten percent (10%) of the cost through payroll deduction.

AUTHORIZING TOWN HIGHWAY DEPARTMENT UNIFORM AGREEMENT FOR 2016

Resolved that the Town of Hounsfield does hereby authorize payment to supply uniforms, to include pants and shirts, for the highway superintendent and full-time highway department employees each week.

ESTABLISHING FEES FOR SERVICES

Resolved that the Town of Hounsfield approves the collection of fees as follows:

- **A fee of twenty five dollars (\$25.00) will be charged for returned checks, with fees collected by the Town Clerk.**
- **Copy fees will be at 25 cents per copy**
- **\$5.00 for a cd copy**

ESTABLISHING MILEAGE RATE FOR OFFICIAL TOWN BUSINESS FOR 2016

Resolved that the Town of Hounsfield does hereby authorize an allowance of fifty seven half cents (\$.575) for the use of personal vehicles on official business for the Town of Hounsfield with odometer readings submitted with the request for payment.

APPOINTING ATTORNEY FOR THE TOWN

Resolved that the Attorney for the Town of Hounsfield is David Renzi

APPOINTING ENGINEER FOR THE TOWN

Resolved that the Engineer for the Town of Hounsfield is Barton & Loguidice, PC